



U. S. Department of State

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <b>AMCONGEN GUAYAQUIL</b>	2. Agency <b>DOS</b>	3a. Position Number <b>98038001</b>	
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input type="checkbox"/> No			
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____ <input type="checkbox"/> b. New Position _____ <input type="checkbox"/> c. Other (explain) _____			
5. Classification Action	Position Title and Series Code	Grade	Initials      Date (mm-dd-yyyy)
a. Post Classification Authority	Investigative Analyst, 0705	7	
b. Other			
c. Proposed by Initiating Office			
6. Post Title Position (If different from official title)		7. Name of Employee <b>VACANT</b>	
8. Office/Section <b>A/ REGIONAL SECURITY OFFICE INVESTIGATIONS</b>		a. First Subdivision	
b. Second Subdivision		c. Third Subdivision	
9. This is a complete and accurate description of the duties and responsibilities of my position.  _____ Printed Name of Employee      Date (mm-dd-yyyy)		10. This is a complete and accurate description of the duties and responsibilities of this position.  _____ Printed Name of Supervisor      Date (mm-dd-yyyy)	
Employee Signature		Supervisor Signature	
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  _____ Printed Name of Chief or Agency Head      Date (mm-dd-yyyy)		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  _____ Printed Name of Admin or Human Resources Officer      Date (mm-dd-yyyy)	
Chief or Agency Head Signature		Admin or HR Officer Signature	
13. Basic Function Of Position The incumbent works under the Assistant Regional Security Officer-Investigator (ARSO-I) as part of a program that is dedicated to combating fraud in international travel documents, and detecting, preventing and prosecuting the illegal movement of criminals and terrorists. The Office of Overseas Criminal Investigations (DS/ICI/OCI) is the DS branch in Washington that oversees the ARSO-I program, which represents a joint venture between the Bureaus of Consular Affairs and Diplomatic Security to improve the security of the U.S. borders.			
14. Major Duties and Responsibilities _____ % of Time Administrative Support 30%  This position is devoted to providing clerical, administrative, secretarial assistance and other duties in support of the ARSO-I office. The incumbent will search for, gather, screen, and provide information, communication support, or other support associated with criminal investigations. Independently contacts requesters to obtain additional information. Incumbent will assist in the management of all budgetary issues, fiscal data calls, official travel and the drafting of standard operating procedures, memorandums of understanding and agreements, diplomatic notes, criminal intelligence reports and interview reports. Maintains telephone contact with investigative personnel regarding requests and provides reports.			

(See Addendum 1)

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### Addendum 1

"Preparation of investigative file jackets and proper handling, filing, and storage of investigative reports, related classified information and bilateral diversion and financial investigations; information to include personnel information, databases, and equipment inventories.

"Makes independent decisions about pertinence of cables and electronically extracts classified/unclassified cables from State Department Cable System (SMART); processes pertinent cables; disseminates for action.

"Coordination of projects such as training conferences and the development of local databases to be used in international document fraud or malfeasance cases.

"Drafts all administrative cables, standard operating procedures, memorandums of understanding and agreements, and diplomatic notes for the ARSO-I office.

"Keeps supervisor's schedules/reschedules appointments and conferences based on knowledge of his/her workload. Manages representational events on behalf of the ARSO-I.

"Fields action and information requests. In the absence of the supervisors assures that requests are provided to him/her completed and in a timely manner upon his/her return.

"Maintains an inventory log of all equipment under the ARSO-I office equipment to include at least: five computers, 2 printers, a scanner, copier, digital sender and office furniture for three employees, as well as maintain inventory controls of surveillance equipment.

"Anticipates and schedules maintenance, repair, and resupply of equipment and expendable supplies.

"Training Liaison for monthly internal and external training to include country-wide DoS Anti-Terrorism Assistance (ATA) training courses as required.

oThe incumbent assists in liaison opportunities at the airport, US Consulate, or other foreign missions through training, information sharing and outreach. The training increases awareness and the ability to conduct investigations thus increasing the prosecutions of criminal syndicates involved in document fraud, alien smuggling, and human trafficking. Incumbent will assist in the maintaining of contacts for working level airline and management staff. The incumbent will assist in maintaining of equipment and reference materials in support of their training and airport liaison duties. In conjunction with the ARSO-I and CFI, the incumbent will organize airline staff training sessions and in the absence of the ARSO-I may be called on to provide training or presentations in conjunction with the FSNI.

"Assists in the development of travel itineraries that are within the ARSO-I and FSNI funding allotments. The incumbent completes, reviews and audits travel orders to ensure travel mode and entitlements are proper and accurately reflect traveler's itineraries, while ensuring orders comply with regulatory guidance in the government e2 travel system.

"Assists in the managing of operational funds and travel funds.

### Investigative Support / Investigative Analysis30%

The Investigative Analyst is charged with assisting the ARSO-I in conducting complex, sensitive criminal investigations related to large scale and complex organized criminal enterprises or terrorist operations in combination with exploiting methods and trends developed to wrongfully obtain United States visas, passports, and/or official travel documents used to gain unlawful entry into the United States. In addition, the incumbent will assist the ARSO-I in interviewing individuals associated with sensitive internal investigations, American petitioners of immigrant visas tied to fraud or smuggling rings and American fugitives identified through American Citizenship Services.

Their duties include making detailed analyses of case materials, connecting information learned from visa applicants through interviews or research, researching information using multiple Diplomatic Security (DS) and Consular software applications to include, as well as, problem solving utilizing their analysis of cases and data. The incumbent manages criminal databases related to IV and NIV fraud, advises ARSO-I on fraud trends, assists ARSO-I in fraud interviews, and makes recommendations on the approach of individual cases. The incumbent assists by reviewing law enforcement, immigration, commercial, vital statistics, and other records.

A key focus of the incumbent will be to manage a demanding and diverse portfolio of investigations to ensure all deadlines are met, all investigations are carried out in order of priority, inter-relationships between investigations are noted and analyzed, and relevant information is brought to the attention of the ARSO-I promptly.

The incumbent will play an active role in high-level United States government meetings with US representatives and/or foreign governments.

Incumbent provides investigative support for ongoing case analysis and investigations by performing the following duties:

"Conducts peripheral database and internet search in support of international document fraud or employee malfeasance investigations.

"Conducts search for case analysis investigative leads: background checks on names, phone numbers and telephone activity from sources such as cables, investigative reports, and news media. Makes independent decisions regarding the relevance of the information discovered.

"Conducts investigative duties: Creating link analysis on petition based fraud investigations, contacting U.S.

companies for information verification and correlating evidence for further review.

"Drafts Investigative Incident Reports (IIR) for approval and submission

"Drafts Monthly Status Reports (MSR) for approval and submission

"Drafts Spot Reports

#### Data Management and Information Management30%

Data entry and management for the following Diplomatic Security Service (DSS) / Department of State computer systems to initiate, enter, report, and update ongoing investigations and other relevant information. The incumbent will assist the ARSO-I in case management, as well as, have access to the Diplomatic Security case management system. The incumbent will be expected to ensure that all case files are up to date and information is coordinated with associated field offices, DS/HQ, as well as, all analytical units. Incumbent will have access to all criminal and non-criminal investigative databases. Information Management may include classified and/or sensitive investigative information.

"DSS Investigative Management System (IMS)

oThe incumbent initiates criminal case files and drafts initial reports in the DS Investigative Management System for approval by the ARSO-I.

"Security Incidents Management and Analysis System (SIMAS)

"National Crime Information Center (NCIC) Queries (OFB-Lite)

"ARSO-I Office Sharepoint Databases

"Lexis Nexis / Clear

"I2 Analyst Notebook (Link Analysis Software)

"E2 Travel Solutions

"Consolidated Consular Database (CCD)

"Maintains comprehensive post specific case-tracking statistics database regarding subjects of international criminal investigations, as well as, United States' fugitives in Ecuador.

oThe ARSO-I will review and send these statistics to DS/HQ to be entered into yearly data calls that dictate funding and budget.

#### Organization5%

Reading of incoming correspondence, publications, and directives; determines those to be acted on and takes action. Distributes those of importance and/or interest to the ARSO-I office. Searches for, assembles, and summarizes information from files and documents as requested by the supervisor or in anticipation of his/her needs.

#### Special Projects5%

Performs special projects as required.

15. Qualifications Required For Effective Performance

a. Education

Two years of college studies or the equivalent is required.

b. Prior Work Experience

Two years of administrative work experience in customer service.

c. Post Entry Training

Required to attend one week of Criminal Fraud Investigator Training (OT520), The incumbent will also be required to take and pass multiple online FSI courses such as, E2 Travel training, PS800, PC128s, PC-401, PC-406, PC-544, PC-545, PC-102-Immigration Laws and Visa Operations, PC-103- Nationality Laws and Consular Procedures. Training in Consular Consolidated Database, ADIS, IMS, CLEAR, I2, Dunn and Bradstreet, Lexis Nexis, and other criminal databases

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).  
English Level III (reading/writing) is required.

e. Job Knowledge

The incumbent must have the knowledge of processing procedures and functions for several varieties of software and/or advanced software functions to produce a wide range of documents to enhance productivity or meet the needs of complex formats.

f. Skills and Abilities

The incumbent must have intermediate proficiency in Microsoft Word, Outlook, Excel and/or Access, as well as PowerPoint. Must obtain access to and maintain proficiency with the Treasury Enforcement Communications System (TECS) and National Crime Information Center (NCIC) systems. Ability to obtain a Top Secret (TS) clearance is required. Valid drivers license required.

16. Position Element

a. Supervision Received

Incumbent reports directly to the ARSO-I and indirectly to the Senior RSO and Consul General.

b. Supervision Exercised

N/A

c. Available Guidelines

RSO-DS document and visa fraud program's standard operating procedure (SOP), 12 Foreign Affairs Manual (FAM), 9 FAM (Visas), 7 FAM (Consular Affairs), MOU between DS and CA Creating ARSO-I positions, VSP ICE-CA-DS MOU, Immigration and Nationality Act (INA) of The United States of America, Code of Federal Regulations (CFR), CableXpress End User Book / SMART Manual, Diplomatic Security Service regulations and procedures and host government legal guidelines.

d. Exercise of Judgment

all actions of the incumbent not needing supervisory oversight or approval will adhere to the FAM/FAH guidelines of the States Department as well as the law of the United States government.

e. Authority to Make Commitments

The incumbent will not make commitments without conferring with the ARSO-I or RSO regarding training, events, or law enforcement matters

f. Nature, Level, and Purpose of Contacts

In certain instances where the ARSO-I cannot make external meetings or other government functions, the incumbent will represent the ARSO-I and RSO with the FSNI and relay the viewpoints of the office and ultimately those of the US Consulate

g. Time Expected to Reach Full Performance Level

The full time required to perform the full range of job duties should be at the culmination of the training, approximately 12 months.